

**SE-295****Assessment of Damages-Professional Services Contract**

AGENCY: _____
(Name)PROJECT: _____
(Number) (Name)☐ Single Project**PERSON OR FIRM ASSESSED****TYPE OF CONTRACT**☐ Indefinite Delivery_____
(Name) (Federal I.D. Number)_____
(Street Address)_____
(City, State & Zip) (Phone) (Fax)**AGENCY CERTIFICATION:**

I hereby certify that the Agency has reviewed the actions and work products provided by A/E named above. In accordance with paragraph 4.16 of the *Manual for Planning and Execution of State Permanent Improvements, Part II*, I further certify that the Agency has determined it has reasonable cause to believe that the a/E has committed a negligent act or provided work products containing errors and omissions, described below, that have resulted in excess cost to the Agency. The Agency is hereby assessing damages against the A/E on the following amount:

TOTAL DOLLAR AMOUNT ASSESSED: _____**Basis for Assessment of Damages:**

(Signature of A/E, not required) (Date)_____
(Signature of Agency Representative) (Date)_____
(Print or Type Name of Agency Representative) (Agency Representative Title)ACKNOWLEDGED BY: _____
(State Engineer) (Date)**AGENCY INSTRUCTIONS:**

1. Submit completed SE-295 (Original and 1 copy) to OSE.
2. Send completed SE-295 to A/E (copy)